

Kansas City Composite Squadron Position Policies

CADET LEADERSHIP OFFICER

CADET POSITION DESCRIPTION

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Cadet Commander

Assists in managing the CAP Cadet Programs

They shall:

- Know the structure of the CAP Programs
- Assist the Cadet Commander in promoting Leadership Training activities, including Customs and Courtesies and Team Building activities
- Assist other cadets in proper completion of forms
- Review and comply with all relevant National, Wing and Squadron Policies
- Operate audio-visual equipment
- Coordinate cadet training with other members of the staff
- Ensure all cadets 18 years and older have completed CPPT - CAPR 50-17 para 3-4
- Ensure that new cadets complete the New Cadet Member training and the Curry Exam
- The Cadet Leadership officer should be familiar with CAPP 204, CAPR 50-16 and CAPR 50-17 and other directives in the 35, 39, 50, 52, 200, 280, and 900 series